

Name Plates Order Form

INFORMATION:		Acct #:	_____
PO #:		_____	
Company Name:		_____	
Contact:		_____	
Street:		_____	
Ste/Rm #:		_____	
City:		_____	
State:		Zip:	_____
Phone:		_____	
Fax:		_____	

Consignee # _____

PLEASE NOTE: Customized orders are not subject to change, cancellation or return.
If the production instructions are not entered below, the default values shown within the parentheses will be used.

PRODUCTION INSTRUCTIONS:

Product Code:	_____	Quantity:	_____
Stamp Layout #:	(Block Lettering)	Stamp Ink Color #:	(Black)
Nameplate Type Style #:	(Block Lettering)	Nameplate Color #:	(Black w/White Lettering)
Emboss Layout #:	_____	Emboss from:	<input type="checkbox"/> Top <input type="checkbox"/> (Bottom) <input type="checkbox"/> Left <input type="checkbox"/> Right
Envelope Layout #:	(Block Lettering)	Ink Color:	(Black)
<input type="checkbox"/> (All Caps)	<input type="checkbox"/> (Centered)	<input type="checkbox"/> Flush Left	<input type="checkbox"/> (Fill Stamp) <input type="checkbox"/> Bold <input type="checkbox"/> Add Border
<input type="checkbox"/> UPPER/lower Case	<input type="checkbox"/> Right & Left Justify	<input type="checkbox"/> Shrink to Fit	<input type="checkbox"/> No Bold <input type="checkbox"/> Remover Border
<input type="checkbox"/> Layout # Indicated Above Takes Precedence	<input type="checkbox"/> Match Font Style and Size Of Imprint Stamped Below**		

TEXT/IMPRINT: (Attach additional pages if needed.)

SPECIAL INSTRUCTIONS: (**Due to probable size distortion of faxed copies, if the manufacturer needs to match an imprint that's stamped above, please provide the dimensions of the lettering or of the overall imprint before the imprint was faxed. Examples: "Letters must be 3/8" tall" or "Imprint should be 1/2"H x 1 & 1/2"W.")
